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# **User Guide**

for



Prepared by:

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## **Introduction**

Facts and Figures Quick (FAFQ) was developed and written by the Office of Financial Services, AMZ-1, Mike Monroney Aeronautical Center, Oklahoma City, OK 73125. This program was developed and designed to provide Program Managers/Analysts or Budget Analyst quick and easy access to much needed financial information. In the past, NATURAL 'Ad-Hoc' queries, on-line queries and hard-copy reports have been the primary methods of obtaining financial information. These methods have become very expensive and cumbersome to use. Facts and Figures Quick is intended to overcome these costly methods and still provide the user with the financial data in an accurate and timely manner.

## **Data Source**

FAFQ utilizes the Departmental Accounting and Financial Information System (DAFIS) daily batch control file (BCF). This file contains all transactions entered into DAFIS on a given day. FAFQ is updated each morning with all successfully processed transactions from the previous day. All data is stored and retrieved from the MMAC data warehouse which is an Oracle database.

## **Requirements**

### **User:**

To use FAFQ, it is assumed the user is familiar with Windows functionality, can use a mouse, is connected to the users Local Area Network (LAN) and has good working knowledge of the DAFIS accounting classification string (ACS), document types, etc. If more DAFIS information is required, please consult the DAFIS User Guide.

To effectively execute FAFQ, users must have a personal computer with the following *minimum* requirements:

### **Hardware:**

CPU - 80486  
Memory (RAM) - 8Mb, 16 Recommended  
Hard Disk Space Available - 3Mb

### **Software:**

Microsoft Windows 3.1  
\*Oracle SQL\*Net (TCP/IP) 2.0  
\*Developer/2000 Forms 4.5 Runtime  
    \*Oracle System Support Files  
    \*Graphical User Interface (GUI) Common Files

### **Network:**

Network connection with TCP/IP

\* Installed during FAFQ setup procedures.

## **Performing Queries**

### **Entry Requirements:**

All FAFQ queries (except for Vendor Payments) are performed from the same basic selection criteria screens. Allowable entry areas on these screens are identified by darkened fields; areas in which query data cannot be entered are 'grayed out.'

All queries rely upon the Accounting Classification String (ACS) to retrieve the appropriate financial information. Agency and Region codes are mandatory fields while all other fields are optional entry items - even if they are not 'grayed out'.

### **Program and Menu Navigation**

Each program screen has easy to use 'buttons' to press for navigational purposes. They are all labeled and should be self explanatory. See Figure 2. In addition to the buttons, a drop down menu bar is available to navigate throughout the FAFQ program. See Figure 1.

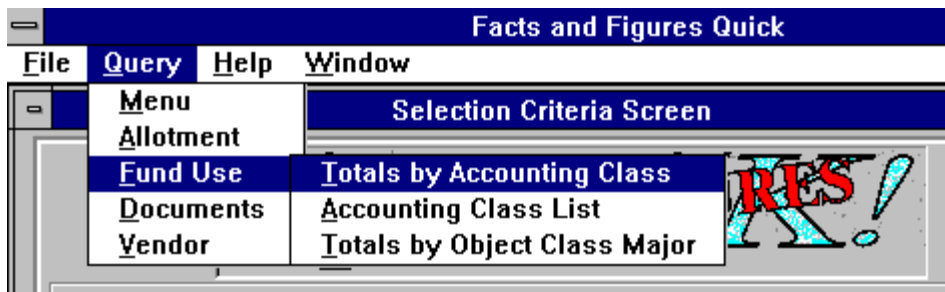


Figure 1 (Drop Down Query Menu Items)

### **Drop Down List Boxes**

If the user is unsure of what can be entered into a field, the mouse pointer can be placed inside the item in question and *double clicked*, this will bring up a selection box containing values that can be entered into that particular field.

### **Wild Card Selections**

Users can utilize the 'wild card' character of '%' if data to be retrieved is to include any value after the initial entry into that field. For example, if a user wants to query all records in Agency 1 Region A that has an Appropriation code beginning with 6, the user would enter Agency='1', Region='A' Approp Code='6%.' This would return all Appropriation codes beginning with '6.'

### **Scrolling on Result Screens**

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If more records than can be displayed on one screen are returned for any query, the scroll bars will become active and users will be able to scroll as needed.

### **Current Record Selection for 'Drill Down'**

FAFQ has the built in ability on some queries to 'drill down' to lower levels of detail for the currently selected or active item. The current or active record will always be darkened on the screen - usually green with yellow text. If it is desired that another record on the screen become the current record, simply *click* on the record and it will become the current record. This is important to be able to 'drill down' to lower detail levels for that given line item.

### **Date and Time Query Result Screens**

The 'As of Date and Time' is displayed on each FAFQ result screen so users will know when data was updated last. Pay special attention to the time that is displayed. Most of the time it will be approximately 2am of the current day. This would indicate the data is current through the previous business day.

### **When items turn RED**

When items turn red in FAFQ, this means the item can be selected by *clicking* or *double clicking* the mouse button while positioned over that item. This will provide additional information about that item or activate the item.

## **FAFQ Query Descriptions**

**NOTE:** Examples can be found in the query example section of this guide.

As shown in Figure 2, the FAFQ Main Menu is divided into four areas - Allotments, Documents, Fund Use and Vendor. Query names are listed below these area headings and are described below.



Figure 2 (FAFQ Main Menu)

### **Allotments**

1. ***Quarterly Totals by Accounting Class*** - Summarizes, by quarter, the allotment amounts issued by agency/region appropriation/limitation/allotment. Also, total obligation amounts are subtracted from total allotments to arrive at the unobligated allotment balance.

### **Fund Use**

1. ***Totals by Accounting Class*** - Summarizes and displays commitment, undelivered orders (UDO), accrued expenditures unpaid (AEU), expenditures and total obligation amounts for the given selection criteria.

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2. ***Accounting Class List*** - Probably the most versatile in FAFQ, this query will list all unique accounting class items at the summary level for the given selection criteria. Fund use and total obligation amounts are summarized for each summary item. This query allows users the ability to ‘drill down’ from the active summary item to the document level and then to the transaction level as entered into DAFIS.

3. ***Totals by Object Class Major*** - Summarizes and groups total obligations and record counts by Major Object Class. Also displays grand total obligations and total records.

### **Documents**

1. ***List Obligations by ACS and Doc Id*** - This query starts at the document level for the given selection criteria. This query allows for the entry of a DAFIS document id to display for example, all purchase orders, travel documents, etc. This query also allows users the ability to ‘drill down’ from the active document item to the transaction level as entered into DAFIS.

### **Vendor**

1. ***Payments*** - Provides payment information for the given selection criteria. Selection criteria can be by ACS, vendor name, invoice number, DAFIS user id etc.

## Using the System

### Logon Procedures

Step 1 From the FACTS AND FIGURES QUICK ! Group *Double Click* on the Facts and Figures Icon as shown in Figure 3.

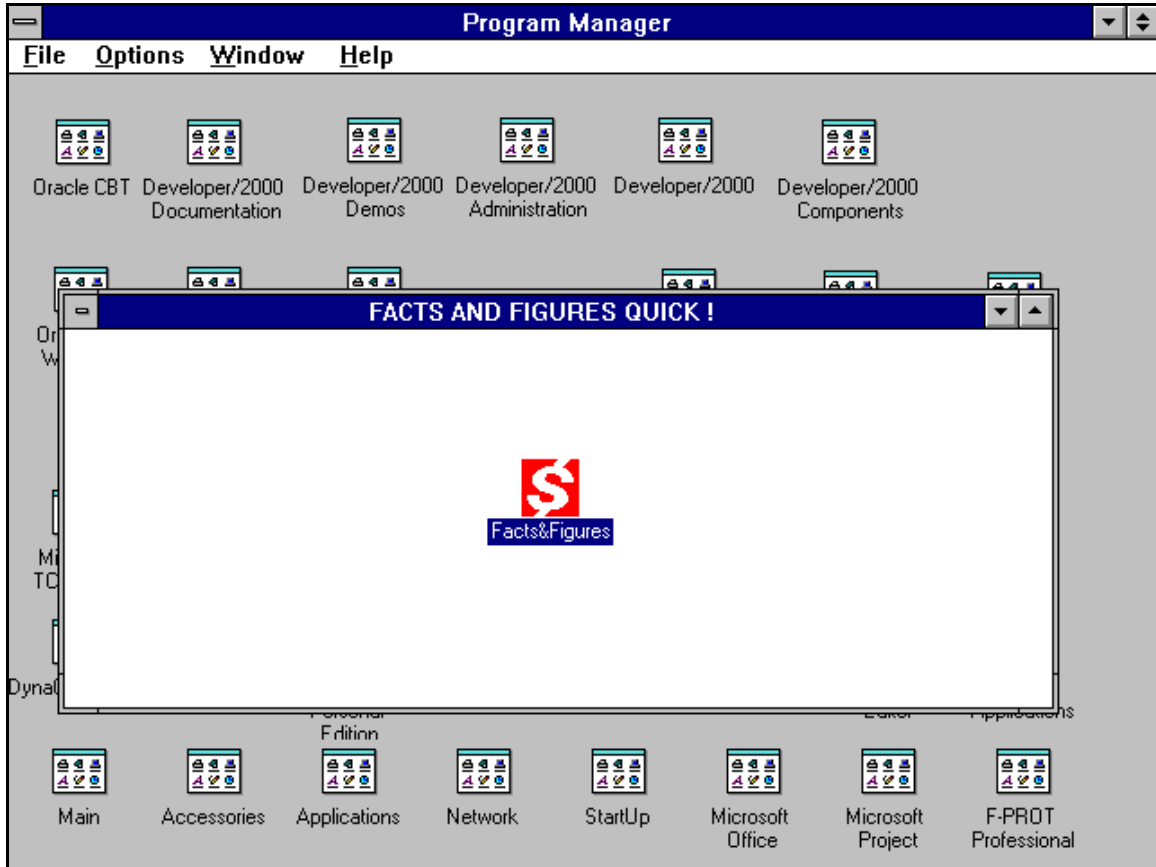


Figure 3 (FAFQ Program Group and Icon)

Step 2. After *double clicking* on the FAFQ icon, the LOGON screen should appear as shown in Figure 4 below:

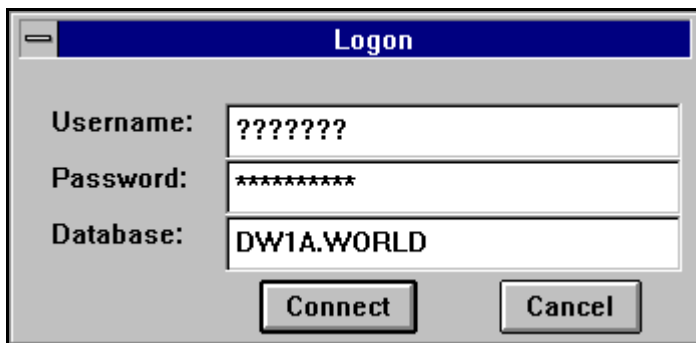


Figure 4 (FAFQ Logon Screen)



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Enter the correct Username, Password and Database string 'DW1A.WORLD' as shown in Figure 4. If all information on the logon screen has been entered correctly, the FAFQ program will start by displaying the FAFQ Main Menu screen. See Figure 5.



Figure 5 (FAFQ Main Menu)

Once the FAFQ Main Menu screen has been displayed, users *click* on the button next to the query name or on the text after it turns red to initiate the query. Examples and capabilities of all available queries are shown in the next section.

## Query Examples

### 1. Allotments - Quarterly Totals by Accounting Class

(See Selection Criteria Example 1 with Drop Down List Box and Query Result Example 2)

The screenshot shows the 'Facts and Figures Quick' application window. The title bar is 'Facts and Figures Quick'. The menu bar includes 'File', 'Query', 'Help', and 'Window'. The main window is titled 'Selection Criteria Screen'. It features a large graphic with the text 'FACTS AND FIGURES!'. Below the graphic, there is a section titled 'Accounting Classification Code'. This section contains several input fields: 'Agency' with value '1', 'Region' with value 'A', 'Approp Code' with value '601', 'Lim' with value '0', and 'AFC' with value '150'. There are also empty fields for 'Program Element', 'Cost Center', and 'Object Class'. Below these fields, there is a 'Find' button and a percentage input field. A list box displays search results for the AFC code '150'. The results are as follows:

allot	Fund Control Nar	Fund Control Pur
150	DIRECTOR, MMA	MMAC ACTIVITI
1A0	AIRCRAFT PRG F	ADMINISTRATIO

Example 1 (Selection Criteria for Quarterly Allotment Query with\*\*Drop Down List Box)

\*\*Drop down list box was generated by double clicking on the AFC Item. The AFC code of '150' was selected.

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**Facts and Figures Quick**

File Query Help Window

**Allotment Query Results**

Totals for: Agency - **1** Region - **A** As of: **JUN 12, 1996 04:55 AM**

**Accounting Classification Code**

Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
<b>601</b>	<b>0</b>	<b>150</b>			

**System Data**

System Code	MAC	Source Code	Project, Job Order, Agreement Number	Record Count
				<b>2937</b>

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>\$00</b>	<b>\$49,368,000.00</b>	<b>\$28,974,400.00</b>	<b>\$21,518,900.00</b>

**Totals**

Allotments	Obligations	Unobligated Balance
<b>\$99,861,300.00</b>	<b>\$65,661,100.72</b>	<b>\$34,200,199.28</b>

Enter New Criteria Menu

Count: \*0

Example 2 (Quarterly Allotment Query Results)

Quarterly Allotment Results are shown above for the displayed selection criteria. As can be seen, allotments are summarized by quarter and totaled. Also, total obligations are subtracted from the total allotments to provide the unobligated balance.

Press the 'Enter New Criteria' button to return to the selection criteria screen or press the 'Menu' button to return to the FAFQ Main Menu.

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### 2. Fund Use - Totals by Accounting Class

(See Selection Criteria Example 3 and Query Result Example 4)

**Facts and Figures Quick**

File Query Help Window

**Selection Criteria Screen**

**FACTS AND FIGURES!**

**Accounting Classification Code**

Agency	Region	Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
1	A	601	0	150	99A	12%	2%

**System Data**

System Code	MAC	Source Code	Project, Job Order, Agreement Number

**Document ID**

Type	Year	Number	Suffix

**Process Date** From: OCTOBER 1995 To: MAY 1996

Clear Criteria Cancel OK

Enter value for : OBJECT\_CLASS  
Count: \*0 <List>

Example 3 (Selection Criteria for Totals by Accounting Class)

In this example, please note the selection criteria used for Cost Center and Object Class. This will query the database for any Cost Center items beginning with '12' and any Object Class items beginning with a '2.' This is because a 'Wild Card' character (%) was used in the selection criteria. Remember when using 'Wild Cards', that for items to be selected, they must still meet the other criteria as entered on the selection criteria screen.

Also, in this example, the System Data fields were left blank but, remember they can be used to query reimbursable agreement, job order numbers, etc. because they are not grayed out.

Press the 'Clear Criteria' button to refresh the selection criteria screen; press 'Cancel' to return to the FAFQ Main Menu.

Press 'OK' button to execute the query with the entered selection criteria.

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**Facts and Figures Quick**

File Query Help Window

**Fiscal Status Inquiry Results**

**Accounting Classification Code**

Agency	Region	Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
1	A	601	0	150			

**System Data**

System Code	MAC	Source Code	Project, Job Order, Agreement Number

FISCAL YEAR TO DATE AS OF: JUN 12, 1996 04:55 AM RECORD COUNT: 2937

COMMITMENTS	\$8,871,665.70
UNDELIVERED ORDERS	\$8,099,679.12
ACCRUED EXPENDITURES UNPAID	\$6,939,977.10
EXPENDITURES	\$50,621,444.50
TOTAL OBLIGATIONS	\$65,661,100.72

Enter New Criteria

Menu

Count: \*0 <List>

Example 4 (Totals by Accounting Class Query Results)

Totals by accounting class results are shown above for the displayed selection criteria. commitment, UDO, AEU, expenditures are summarized and shown. Total obligations are computed by summing the totals of UDO+AEU+expenditures.

Press the 'Enter New Criteria' button to return to the selection criteria screen or press the 'Menu' button to return to the FAFQ Main Menu.

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### 3. Fund Use - Accounting Class List

(See Selection Criteria Example 5 and ACS List Result Example 6, Document Result Example 7 and Transaction Result Example 8)

**Facts and Figures Quick**

File Query Help Window

**Selection Criteria Screen**

**Accounting Classification Code**

Agency	Region	Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
1	A	601	0	150	811		

**System Data**

System Code	MAC	Source Code	Project, Job Order, Agreement Number

**Document ID**

Type	Year	Number	Suffix

**Process Date** From: OCTOBER 1995 To: MAY 1996

Clear Criteria Cancel OK

Count: \*0 <List>

Example 5 (Accounting Class List Selection Criteria)

For this example, the ACS was entered through the program element item. All queried result records will be returned for any Cost Center and any Object Class in Program Element '811' as long as the records meet all criteria as entered.

Also, in this example, the System Data fields were left blank but, remember they can be used to query reimbursable agreement, job order numbers, etc. because they are not grayed out.

Press the 'Clear Criteria' button to refresh the selection criteria screen; press 'Cancel' to return to the FAFQ Main Menu.

Press 'OK' button to execute the query with the entered selection criteria.

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Facts and Figures Quick

File Query Help Window

Fiscal Status Inquiry Results

Fund Status List for: Agency - 1 Region - A As of: JUN 12, 1996 04:55 AM

Accounting Classification Code

Approp		
Code	Lim	AFC
601	0	150

System Data

System	Source	Project, Job Order,
Code	MAC	Code
Agreement Number		

Program	Cost	Object					Total
Element	Center	Class	Commit	UDO	AEU	EXP	Obligations
811	1380	2523	\$00	\$00	\$43.80	\$490.95	\$534.75
811	1380	252D	\$00	\$20,662.38	\$00	\$2,651.30	\$23,313.68
811	1380	2534	\$2,000.00	\$70,307.02	\$00	\$67,757.22	\$138,064.24
811	1380	2599	\$00	\$00	\$00	\$4.24	\$4.24
811	8041	1111	\$00	\$00	\$33,946.05	\$166,976.50	\$200,922.55
811	8041	115A	\$00	\$00	\$415.50	\$2,798.24	\$3,213.74
811	8041	1219	\$00	\$00	\$1,039.50	\$3,178.89	\$4,218.39

Documents

Enter new criteria

Menu

Count: 28    ^ v    <List>

Example 6 (Accounting Class List Query Result)

Query results show Program Element '811' with any Cost Center and Object Class combinations. Money totals are displayed in the appropriated columns for each unique ACS item.

Note the '*Documents*' button on the result screen. *Click* on this button to receive all documents for the current/active item. In this case, the current item or record is the top record in the result box (record 28). When the '*Documents*' button is pressed, this active record will be used to 'drill down' to the document level as shown in the next example.

Press the '*Enter New Criteria*' button' to return to the selection criteria screen or press the '*Menu*' button to return to the FAFQ Main Menu.

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Facts and Figures Quick

File Query Help Window

Document Query Results

Documents for: Agency - 1 Region - A As of: JUN 12, 1996 04:55 AM

Accounting Classification Code

Approp	Program	Cost	Object
Code	Lim	AFC	Element
Center	Class		
601	0	150	811
		1380	2523

System Data

System	Source	Project, Job Order,
Code	MAC	Code
Agreement Number		

Document

Type/FY	Number	Suffix	Commit	UDO	AEU	Expend	Total Obligation
23 96	A96P30205	002	\$.00	\$.00	\$.00	\$.00	\$.00
45 96	P30205E	003	\$.00	\$.00	\$.00	\$.00	\$.00
45 96	P30205E	004	\$.00	\$.00	\$.00	\$.00	\$.00
45 96	P30205E	103	\$.00	\$.00	\$21.90	\$.00	\$21.90
45 96	P30205E	104	\$.00	\$.00	\$21.90	\$.00	\$21.90
45 96	P30205E	105	\$.00	\$.00	\$.00	\$21.90	\$21.90
45 96	P30205E	106	\$.00	\$.00	\$.00	\$21.90	\$21.90
45 96	P30205E	107	\$.00	\$.00	\$.00	\$13.80	\$13.80

Fund Status List

Transactions

Menu

Count: 8    v    <List>

Example 7 (Accounting Class List 'Drill Down' Document Query Result)

As shown, all documents associated with the current item from Example 6 are shown above. These documents, when summed together, make up the money totals as displayed with the current item on Example 6.

Please observe the current record that is highlighted and also the *Transaction* button on the result screen. When the *Transaction* button is pressed, this active record will be used to 'drill down' to the transaction level as shown in the next example.

Press the *Fund Status List* button to return to the screen shown in Example 6. This will enable users to continue scrolling through the original queried record selections.

The *Menu* button will return the user to the FAFQ Main Menu.



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Transactions for: Agency - **1** Region - **A** As of: **JUN 12, 1996 04:55 AM**

Accounting Classification Code						System Data			Document		
Approp Code	Lim	AFC	Program Element	Cost Center	Object Class	System Code	Source MAC Code	Project, Job Order, Agreement Number	Type	Year	Number
601	0	150	811	1380	2523				45	96	P30205

Input Agy/Rgn	Process Date	Transaction Code / Status	Batch ID	Amount	Document Reference	Commitment	Undel. C
1	A	17-JAN-96	85	96017AQBI	\$21.90	AMERICANPAGING	\$00

Count: \*1      <List>

Example 8 (Accounting Class List 'Drill Down' Transaction Query Result)

The '*Documents*' button will return the user to the document result screen as shown in Example 7. This will allow the user to continue scrolling through the originally selected records at the document level.

Example 8 is the result of pressing the '*Transactions*' button from the previous Example 7. This is the actual transaction as it was entered in DAFIS. Notice the user can scroll to the right or left because the bottom scroll bar has been activated. Use the arrows to scroll and see more information about this transaction.

After scrolling to the right, see in Example 9 the User-Id column has turned red. This means the item can be *double clicked* and contact information will be displayed for that particular User-Id.

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The screenshot shows a window titled "Facts and Figures Quick" with a menu bar (File, Query, Help, Window). A dialog box is open in the center with the text: "For more information concerning this item, Please contact the following person:". The dialog box contains the following fields:

- User ID:
- Routing Symbol:
- First:
- Last:
- Phone:
- OK button

In the background, a table is visible with columns: Level, Date, Schedule, Effective Date, and User ID. The table contains several rows of data, including:

Level	Date	Schedule	Effective Date	User ID
			20-DEC-3	DF\$ACHD
		GAB6043	20-DEC-3	DF\$ACHD
		GAB6043	20-DEC-3	DF\$ACHD
		GAB6371	10-MAY-	DF\$ACHD
		GAB6371	10-MAY-	DF\$ACHD

Example 9 (User-Id Query)

The screenshot shows a dialog box with a blue header bar that says "NOT FOUND !!!". The background is cyan. On the left is a red octagonal "STOP" sign. The text in the center reads:

**No User information on file for this User ID !**  
**DF\$AMXT**  
**Please record the displayed User Id and**  
**notify your System Administrator.**

At the bottom center is an "OK" button.

Example 10 (No User-Id Information)

As shown above, if no User Id information is found, a message will display asking for the user to record the User-Id and notify the system administrator.

Also, the System Administrator contact information can be found by clicking the drop down menu item 'Help', then click on About. User support information will then be displayed.

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### 4. Fund Use - Totals by Object Class Major

(See Selection Criteria Example 11 and Object Class Major Result Example 12)

**Facts and Figures Quick**

File Query Help Window

**Selection Criteria Screen**

**FACTS AND FIGURES!**

**Accounting Classification Code**

Agency	Region	Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
1	A	601	0	150	9%		

**System Data**

System Code	Source MAC	Source Code	Project, Job Order, Agreement Number

**Document ID**

Type	Year	Number	Suffix

**Process Date** From: OCTOBER 1995 To: MAY 1996

Clear Criteria Cancel OK

Count: \*0 <List>

Example 11 (Totals by Object Class Major Selection Criteria)

In this example, note the 'Wild Card' character for the Program Element item and also the fact that an Object Class cannot be entered. This is because the Object Class item is being totaled and group together based on the first two digits of the Object Class.

Also, in this example, the System Data fields were left blank but, remember they can be used to query reimbursable agreement, job order numbers, etc. because they are not grayed out.

Press the 'Clear Criteria' button to refresh the selection criteria screen; press 'Cancel' to return to the FAFQ Main Menu.

Press 'OK' to execute the query using the entered selection criteria.

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Facts and Figures Quick									
File Query Help Window									
Major Object Class Query Result									
Totals for: Agency - 1			Region - A		As of: JUN 12, 1996 04:55 AM				
Accounting Classification Code					System Data				
Approp Code		Lim	AFC	Program Element	Cost Center	System Code	Source MAC Code	Project, Job Order, Agreement Number	
601		0	150	9%					
Object Class Major		Object Class Name			Obligation Total		Record Count		
↑	11	PERSONNEL COMPENSAT			\$6,335,585.99		3191		
	12	PERSONNEL BENEFITS			\$1,269,162.29		11413		
	13	BENEF FOR FORMER PERS			\$25,000.00		1		
	21	TRAVL & TRANS OF PERS			\$97,064.37		774		
	22	TRANSPORT OF THINGS			\$16,260.35		5		
	23	RENT, COMM & UTILIT			\$14,885.33		149		
	24	PRINTING & REPRODUCTN			\$1,556,873.00		106		
↓	25	OTHER SERVICES			\$1,567,370.59		690		
Grand Totals					\$11,065,660.42		17040		
Enter New Criteria					Menu				

Count: 10      <List>

### Example 12 (Totals by Object Class Major Result)

The Object Class Major query results as shown above display grouped totals by Object Class Major. Note the scroll bar is active and can be used to scroll through the records. Record counts are also displayed as well as Grand Total Obligation for the given selection criteria.

Press the '*Enter New Criteria*' button' to return to the selection criteria screen or press the '*Menu*' button to return to the FAFQ Main Menu.

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### 5. Documents- List Obligations by ACS and Doc-ID

(See Selection Criteria Example 13, List Obligations by ACS and Doc-Id Result Example 14 and List Obligations by ACS and Doc-Id 'Drill Down' Transactions Result Example 15)

**Facts and Figures Quick**

File Query Help Window

**Selection Criteria Screen**

**FACTS AND FIGURES!**

**Accounting Classification Code**

Agency	Region	Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
1	A	601	0	150	811		

**System Data**

System Code	MAC	Source Code	Project, Job Order, Agreement Number

**Document ID**

Type	Year	Number	Suffix
23	96		

**Process Date** From: OCTOBER 1995 To: MAY 1996

Clear Criteria Cancel OK

Enter AGENCY CODE - FAA = 1 , OIG or RSPA = 6  
Count: \*0 <List>

Example 13 (List Obligations by ACS and Doc-Id Selection Criteria)

In this example, criteria is entered to query all purchase orders for fiscal year 96 that is on file. Note that the ACS query is through the Program Element level. Cost Center and Object Class could have been entered for a further defined query.

Also, in this example, the System Data fields were left blank but, remember they can be used to query reimbursable agreement, job order numbers, etc. because they are not grayed out.

Press the 'Clear Criteria' button to refresh the selection criteria screen; press 'Cancel' to return to the FAFQ Main Menu.

Press 'OK' to execute the query using the entered selection criteria.

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Facts and Figures Quick

File Query Help Window

Document Query Results

Documents for: Agency - 1 Region - A As of: JUN 12, 1996 04:55 AM

Accounting Classification Code						System Data			
Approp	Cost	Program	Object	System	Source	Project, Job Order,			
Code	Lim	AFC	Center	Element	Class	Code	MAC Code	Agreement Number	
601	0	150	8048	811	252K				

Document				Commit	UDO	AEU	Expend	Total Obligation
Type/FY	Number	Suffix						
23	96	042700000	012	\$.00	\$.00	\$.00	\$2,044.00	\$2,044.00
23	96	A6FMK001	005	\$.00	\$212,418.00	\$.00	\$20,643.00	\$233,061.00
23	96	A96F30175	000	\$.00	\$5,000.00	\$.00	\$.00	\$5,000.00
23	96	A96F30231	000	\$.00	\$8,870.40	\$.00	\$12,249.60	\$21,120.00
23	96	A96F50700	000	\$.00	\$3,456.00	\$.00	\$.00	\$3,456.00
23	96	A96F80075	000	\$.00	\$289,066.67	\$.00	\$401,345.33	\$690,412.00
RECORD COUNT: <span style="border: 1px solid black; padding: 0 10px;">27</span>				\$.00	\$707,766.19	\$.00	\$1,233,544.48	\$1,941,310.67

Enter New Criteria
Transactions
Menu

Count: 6    v

Example 14 (List Obligations by ACS and Doc-Id Result)

As displayed above, all purchase orders were returned from the query for the given ACS and Doc Id selection criteria. Note the column totals at the bottom of each column. This is the total of all records found for this query. These are displayed here to allow the user to see the grand totals without having to scroll to the bottom of the records.

If the 'Transactions' button is pressed, the current items transactions will be displayed as shown in Example 15.

Press the 'Enter New Criteria' button to return to the selection criteria screen or press the 'Menu' button to return to the FAFQ Main Menu.

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Facts and Figures Quick

File Query Help Window

Transactions for: Agency - 1 Region - A As of: JUN 12, 1996 04:55 AM

**Accounting Classification Code**  

Approp Code	Lim	AFC	Program Element	Cost Center	Object Class
601	0	150	811	8041	2596

**System Data**  

System Code	Source MAC Code	Project, Job Order, Agreement Number

**Document**  

Type	Year	Number
23	96	A96F80

Input Agy/Rgn	Process Date	Transaction Code / Status	Batch ID	Amount	Document Reference	Commitment	UndeL C
↑ 1 A	03-NOV-95	51	95307A359	\$130,378.00		\$0.00	\$130,378.00
1 A	22-NOV-95	102	95326A351	\$41,208.48		\$0.00	<\$41,208.48
1 A	22-NOV-95	102	95326A351	\$27,878.17		\$0.00	<\$27,878.17
1 A	15-DEC-95	102	95349A323	\$32,027.93		\$0.00	<\$32,027.93
1 A	21-DEC-95	51	95355A359	\$130,378.00		\$0.00	\$130,378.00
1 A	22-DEC-95	102	95356A350	\$35,712.37		\$0.00	<\$35,712.37
1 A	23-JAN-96	51	96023A394	\$260,756.00		\$0.00	\$260,756.00
↓ 1 A	23-JAN-96	51	96023A395	\$260,756.00		\$0.00	\$260,756.00

Enter New Criteria
Documents
Menu

Count: 8    v

Example 15 (List Obligations by ACS and Doc-Id 'Drill Down' Transactions Result)

This example is the result of pressing the *Transactions* button from the document query result screen in Example 14. This is the actual transaction as it was entered in DAFIS. Notice that the user can scroll to the right or left because the bottom scroll bar has been activated. Use the arrows to scroll and see more information about this transaction.

Press the *'Documents'* button to return to the document query result screen.

Press the *'Enter New Criteria'* button to return to the selection criteria screen or press the *'Menu'* button to return to the FAFQ Main Menu.

## DRAFT

### 6. Vendor - Payments

(See Selection Criteria Example 16 and Payments Result Example 17)

The screenshot shows a software window titled 'Facts and Figures Quick' with a menu bar (File, Query, Help, Window). Inside is a 'Vendor Payment Criteria' dialog box. It contains several sections for data entry:

- Accounting Classification Code:** Fields for Agency (1), Region (A), Approp Code (601), Lim (0), AFC (150), Program Element (9%), Cost Center (1%), and Object Class (2%).
- System Data:** Fields for System Code, Source MAC Code, and Project/Job Order/Agreement Number.
- Document ID:** Fields for Type (96), Year (96), Number, and Suffix.
- Process Date:** From: OCTOBER 1995, To: MAY 1996.
- Vendor:** Vendor Type/SSN and Vendor Name (%AT&T%).
- Miscellaneous:** Fields for User ID, Batch ID, and Invoice Account Number.

At the bottom are buttons for 'Clear Criteria', 'Cancel', and 'OK'. The status bar at the very bottom shows 'Count: \*0' and '<List>'.

Example 16 (Payments Selection Criteria)

In this example, payment information for the given ACS as well as fiscal year '96' in the Document Id field and Vendor Name of %AT&T% was requested. Remember the '%' is a wild card character and in this example, the query will accept Vendor Names with any text before or after AT&T.

Other items can be entered on this screen to narrow the search criteria. Usually, the more search criteria, the faster the search.

Press the '*Clear Criteria*' button to refresh the selection criteria screen; press '*Cancel*' to return to the FAFQ Main Menu.

Press '*OK*' to execute the query using the entered selection criteria.



## DRAFT

The screenshot displays the 'Facts and Figures Quick' application window. At the top is a menu bar with 'File', 'Query', 'Help', and 'Window'. Below the menu bar is a header area with several numeric fields: 601, 0, 150, 990, 1360, and 2607. The main interface is divided into several sections:

- System Data:** Includes fields for System Code, Source MAC Code, Project/Job Order/Agreement Number, and Document ID.
- Document ID:** Includes fields for Type, Year, Number, and Suffix.
- Process Date:** Includes 'From' and 'To' date fields.
- Table:** A table with columns: Process Date, Batch ID, Invoice/Acct Number, Amount, and User ID. The first row contains data: 06-FEB-96, 96037A361, 1001856740, \$1,464.00, and DF\$AGQF.
- Vendor Type/SSN:** Includes fields for Name/Address, SSN, and ACH Flag/Bank ID.
- Bank Name/Address:** Includes fields for Bank Name/Address and Bank ID.
- Buttons:** 'Enter New Criteria' and 'Menu' buttons are located at the bottom right.

At the bottom left, a status bar shows 'Count: \*1'.

Example 17 (Payments Selection Criteria)

This result example shows the information as requested in example 16. The information supplied on this result screen is designed to display enough data to enable the user to determine the current payment status for the given items of interest. **Note:** This example does not show the complete screen. The scroll bar on the right must be used to see complete vendor and bank information as well as the navigational buttons.

Press the 'Enter New Criteria' button to return to the selection criteria screen or press the 'Menu' button to return to the FAFQ Main Menu.

## **Helpful Hints**

### **Selection Criteria**

1. Selection criteria should contain as much information as possible. This will allow FAFQ to quickly find the requested information.
2. Drop down list boxes are available for ACS items only. At this time, list boxes are not available for other criteria items.

### **Slow Response Times**

1. A small number of criteria items have been entered on the selection criteria screen. This causes many records to be returned or summarized.
2. Be patient and let the query finish. There may be no matching data for the selection criteria entered and FAFQ is searching the entire database for matching items. If this is the case, when the query finishes, a message of 'No Records Found' will be displayed.
3. Call technical support contact as shown in *HELP*, *ABOUT* from the drop down menu in the FAFQ program. Technical support will cancel the query on the server. If this is done, users will be required to exit FAFQ and restart the FAFQ program.
4. Network traffic could be at a peak. Try the query again at a later time.

### **Printing**

1. FAFQ was designed to display output to the user's screen to avoid producing paper reports. However, FAFQ supports 'screen capture' prints by selecting *FILE*, *PRINT* from the drop down menu in the FAFQ program. This will produce a hard copy printout of the screen only.

### **Program Errors/Changes/Recommendations**

1. If errors occur, please document error numbers, if available, or document exactly what was being done when the error occurred. Please contact the technical support person listed in *HELP*, *ABOUT* from the drop down menu in the FAFQ program.
2. If there are suggestions to change or enhance the FAFQ program in any way, please CC:Mail Bo Peeler with the detailed suggestions.